

Imaging Physics Lab Rules and General Procedures

Revised – 9/14/2011

- Morning arrival time
 - Be consistent so others know when to expect you in the lab.
- Dress code
 - When working in labs and machine shops, wear long pants and fully covered shoes for safety.
- Share-use items
 - beakers, Al foil, tools, screws ...
 - Clean after use and return where you took them from.
- Share-use spaces
 - sinks, optical tables, benches, hoods ...
 - Collect your items and clean up the space at the end of day. If you need to leave items over night, label items and leave a note.
 - Do not touch optical tables unless working on them.
- Equipment switch off
 - Turn off at the end of day. For over-night experiments, leave a note on the equipment explaining why it needs to be left on.
- Storage of items of your own project
 - Put them away in your own office space or designated space for your project.
- Miscellaneous supplies
 - Use the self-service store at B2 level, ask secretary in main office for the store card.
- Receiving of purchased packages
 - Take the packing slip to the main office and stamp with a receiving stamp. Fill in the information on the stamp, and put the slip in the packing slip box there.
- Data storage
 - Server location: <\\137.187.134.99\data>
 - Use the Windows explorer “Tools”->”Map network drive” and enter the above location in the “Folder name” space, use Login name “ipsuser”, password “lce!ips”
 - Data such as images and spreadsheets should be saved either in the “OPTICS” or “XRAY” folders on the server, depending on which one your project is assigned to.
 - For data acquired on each day and on each topic, create a sub folder of a descriptive name according to the format “d”+”4 digit year”+”2 digit month” +”2 digit date”+”_short_description”, e.g. “d20110620_SEMofGratings”, and store data into the sub folder only.
 - Enter a log row in the “xray_data_logs.xls” spreadsheet in the “XRAY” folder, or “optics_logs.xls” in the “OPTICS” folder.